

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
[Include]	<p><u>Reasonable Measure</u> Stopping an infectious person being in an environment by e.g. prohibit people from attending if feel unwell, and advise they should get tested and ensuring that all employees follow self-isolation advice if they are a contact of a possible confirmed case.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Ensuring that accurate records are kept of which employees (and, where applicable, customers / visitors / clients) have been present so that they can be contact traced if necessary</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas</p>	<p><u>Reasonable Measure</u> Reducing the time that people come into face-to-face contact.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Changing work patterns so that people work in a fixed group or cohort or arrive at and leave work at staggered times. This limits the number of people that the virus can potentially spread to.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example</p>	<p><u>Reasonable Measure</u> Using anti-microbial surfaces.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Reduce shared surfaces, where this cannot be avoided altogether.</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Regular handwashing and sanitising, including providing facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> [TBC]</p>	<p><u>Reasonable Measure</u> Frequently cleaning surfaces that are touched a lot</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Increasing training on quality and effectiveness of cleaning</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Providing hand sanitiser</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Avoiding sharing of equipment such as ‘hot-desking’</p> <p><i>Proposed Approach:</i> [TBC]</p> <p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging</p>	<p><u>Reasonable Measure</u> Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p><i>Proposed Approach:</i> [TBC]</p>	<p>Yes / No</p> <p>Control:</p> <p>Caveats:</p>

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	<p>where social distancing cannot be maintained.</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Staff takes both vaccine doses as soon as recommended.</p> <p>Proposed Approach: [TBC]</p>	<p>using 'click and collect' technologies, remote working, phone/video consultations.</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</p> <p>Proposed Approach: [TBC]</p>	<p>Reasonable Measure Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p>Proposed Approach: [TBC]</p>	<p>home working where possible</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Staggering shifts</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Ensuring people are maintaining physical distance between them,</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p>		

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			<p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>[TBC]</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>[TBC]</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach:</i> <i>[TBC]</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach:</i> <i>[TBC]</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote</p>	<p><i>Proposed Approach:</i> <i>[TBC]</i></p>		

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			<p>adherence to necessary ones</p> <p>Proposed Approach: [TBC]</p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: [TBC]</p>			

Assessment Summary

Venue _____

Service(s) _____

Open Yes / No _____

Control _____

Head of Service (Title): _____

Signed: _____

Date: _____ / _____ / _____

Director _____

Signed: _____

Date: _____ / _____ / _____